



JOB OPPORTUNITY

If it's a challenging position you're looking for,
we have the ideal job for you.

CLASSIFICATION: ***LIBRARY TECHNICAL ASSISTANT I***

TENURE/TIME BASE: ***PERMANENT/FULL TIME***

BUREAU/SECTION: ***STATE LIBRARY SERVICES/TECHNICAL SERVICES***

SALARY: ***\$2771 - \$3369***
(Salary will be adjusted accordingly to comply with the Personal Leave Program 2010)

SUMMARY: Under the general direction of the Supervising Librarian II of the Technical Services Section, this position is a member of the team responsible for the acquisition of library materials for the California State Library's collections. This position maintains documentation files for all purchases handled by the Acquisitions Unit and monitors expenditure budgets for library materials across the Library.

DUTIES:

- Orders new and continuing library materials for the CSL library collections, following State and CSL procurement policies and procedures. Reviews orders for completeness and accuracy, verifies bibliographic information, and makes vendor selections using established criteria. Locates sources for out-of-print and other difficult to find materials. Coordinates with bureau managers and selectors to determine best formats, renewal frequency, and other purchasing decisions. Develops and maintains good working relationships with vendors and works with them to resolve problems. Coordinates with the Serials staff to resolve problems in serials orders, claims, and other related issues.
- Oversees the documentation and recording of purchases and commits funds within delegated financial authority. Assists CSL selectors in developing collections within budgetary limits. Coordinates with the Business Services Unit to maintain transactional reporting data in compliance with State of California procurement procedures. Maintains and monitors expenditure reports, and provides statistical and fund balance reports as needed. Works with other Acquisitions staff to receive materials and verify order invoices.
- Searches national bibliographic utilities for bibliographic records and identifies various sources for copy cataloging. Creates and modifies bibliographic records per established standards such as AACR2 description and MARC 21 format. Provides quality control for the CSL Acquisitions database.
- Assists in establishing procedures for ordering, receiving orders, accounting for expenditures, and resolving problems, as

well as procedures for handling serials, digital resources, and special materials, in various formats; assists in establishing workflows to meet agreed-upon priorities and deadlines; and implements changes as directed.

- Participates in meetings and serves on CSL committees and teams as assigned. Performs other clerical tasks and special projects as needed.

DESIRABLE QUALIFICATIONS:

- Ability to perform detailed tasks and prioritize assignments
- Ability to think analytically, interpret complex guidelines and correctly apply them
- Ability to work independently and flexibly in response to a changing landscape of technology, budgets, and purchasing procedures
- Ability to evaluate situations accurately and take independent, effective action
- Ability to establish and maintain good working relationships with co-workers, library managers, publishers, and vendors
- Ability to communicate effectively and work cooperatively with staff at all levels within CSL
- Possess excellent oral and written communication skills
- Ability to work both independently and in a team environment
- Dependable and consistent attendance
- Ability to operate a PC, keyboard and mouse; ability to operate photocopy machines and scanners
- With assistive technology, if necessary, ability to sit and use a computer for long periods of time
- Ability to push fully-laden book trucks a distance of several hundred yards
- Ability to handle large, heavy library books and other library materials

KNOWLEDGE AND EXPERIENCE:

- Experience with Technical Services functions of Acquisitions, Serials, and Cataloging
- Experience working with bibliographic utilities, online library systems (preferably Ex Libris' ALEPH), PCs using a wide range of software applications, and Internet searching
- Ability to analyze workflows and suggest changes to policies and procedures for Acquisitions activities

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Applications may also be delivered in person to the Human Resources Service Office, Library & Courts Building II, 900 N Street, Suite 400. **All applicants must clearly indicate the basis for their eligibility in "Examination(s) or Job Title(s) for which you are applying" on the standard application form (STD 678). Applications will be accepted until filled. ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. Applications will be screened and only the most qualified candidates will be interviewed. Any pending offer of employment that is not an intradepartmental lateral transfer or promotion will be subject to receiving hiring freeze exemption approval.**

EQUAL OPPORTUNITY EMPLOYER